

Employee Working Alone Procedures

Purpose:

These procedures are provided to advise employees and supervisors of the proper safety practices for those working alone in isolated areas, with hazardous equipment or in work situations that would be additionally hazardous without the ability to communicate the need for aid or assistance.

Compliance:

In order to assure the safety of any employee working alone and with potentially dangerous equipment, materials, restricted or isolated conditions, and all employees must be aware and comply with the following procedures and precautions.

Responsibilities:

Public Safety will ensure that persons entering the Main Entrance sign in and provide identification between the hours of 8:00 pm – 6:00 am, Monday – Friday, and on weekends. Public Safety will provide periodic verification of the safety of an employee when they are aware of after-hours work being performed.

Supervisors will not assign work under the conditions identified without ensuring the employee has available the necessary training, communications equipment, and/or backup personnel so work assignments can be carried out safely. When work is scheduled after the above hours, Public Safety should be made aware of time and duration of the work assignment.

Employees working in potentially dangerous situations or with equipment or materials that could cause injury must insure that they have the necessary backup personnel in the event they would need assistance. 2-way phones or other portable communications devices are to be used by employees working alone when backup attendant is not available for assigned or on-call emergency tasks. The employee is responsible to notify Public Safety if they are working alone and subject to this policy.

Occupational Health & Safety Coordinator will update these procedures and verify compliance with all applicable codes and standards.

Procedure:

Persons working with the following equipment, materials, or work situations will comply with these procedures and will be required to inform another employee of their activities and request a backup to assist when necessary, and the employee will have a portable communication device with them to call for emergency assistance;

- When performing mechanical maintenance on rooftop equipment or other isolated areas of college facilities.
- Employees performing maintenance or repairs on energized equipment are required to follow lockout/tagout procedures before service work is started. Also, where arc-

flash hazards are posted, appropriate protective equipment is to be worn and safe distances are to be maintained.

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- Equipment used for; turning, welding, cutting, shearing or press operations are not to be energized or operated while working alone. Equipment with similar hazard potential in other areas also applies.
- Working in a room that is dimly lit or has restricted headroom or accessibility requires caution and familiarity with the work area prior to beginning task.
- In areas where 2-way radios or cell phone reception is unreliable, the employee will request a backup individual to be present during the duration of the work activity subject to this policy.

Note: If the work activity occurs after the above mentioned hours, the employee will inform Public Safety, and arrange to have a backup individual if 2-way or cell phone communication is not possible.

